DOCUMENT RESUME

ED 155 407 CE 016 918

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TITLE Handle Specialized Mail. Student's Manual and Instructor's Manual.
INSTITUTION Clemson Univ., S.C. Vocational Education Media Center.
SPONS AGENCY South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE 77
NOTE 36p.; For related documents see CE 014 491 and CE 016 911-989
AVAILABLE FROM Vocational Education Media Center, 10 Tillman Hall, Clemson University, Clemson, South Carolina 29631 ($160.00 for complete set, including nineteen filmstrips and eight overhead transparencies)

EDRS PRICE MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS Behavioral Objectives; *Business Correspondence; Business Education; Business Skills; Instructional Materials; *Office Occupations Education; Performance Based Education
IDENTIFIERS *Business Mail Processing; Vocational Technical Education Consortium States

ABSTRACT

Supporting performance objective 61 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on handling specialized mail are included in this packet. (The packet is the seventh in a set of eight on performing mail activities--CE 016 912-919.) The student materials include information on special services (special delivery, insurance, C.O.D., etc.), examples of special service labels, receipts, and forms, a self-test with answer key, and a check-out activity. The instructor's manual includes directions for administering the packet activity, sample addressed envelopes (with indicated weights) for duplicating, an answer form, and an answer key. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the eight packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155407

HANDLE SPECIALIZED MAIL

STUDENT'S MANUAL

Prepared by

Nancy Bostian

These materials support
Performance Objective 61 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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CE016918

HANDLE SPECIALIZED MAIL

INTRODUCTION

Specialized mail consists of such services as: Special Delivery, Special Handling, Registered, Certified, Insured, C.O.D., and Certificate of Mailing. A fee in addition to the regular postage is charged for these services.

INSTRUCTIONS

Study the materials given on special services and read the objective stated below. If you can perform this task, complete the Check-Out Activity.

Or

If you need practice, complete the Student Self-Test.

OBJECTIVE

Given 20 pieces of specialized mail and a postage scale, prepare each item for mailing using the appropriate mail classification. For acceptable performance, this task must be completed with at least 90% accuracy in 45 minutes.

LEARNING RESOURCES

1 READ Instruction Sheet I, SPECIAL SERVICES

2 REVIEW special service labels, receipts, and forms.

3 COMPLETE Self-Test I.

4 CHECKPOINT – Complete Check-Out Activity.

INSTRUCTION SHEET I

SPECIAL SERVICES

Special Delivery

Special Delivery means an item of mail is delivered as soon as practicable after it arrives at the addressee's post office. It virtually assures delivery on the day received at that post office but generally does not speed up the transportation time to that point from the origin. The Special Delivery fee (schedule below) is in addition to the regular postage.

Special Delivery.*

(For speed at the delivery end.)
Provides preferential handling and transportation and assures that the package will be delivered as soon as practicable when it reaches the addressee's post office. Fee is in addition to postage.

	2 Pounds or Less	More than 2 Pounds But Not More than 10	More than 10 Pounds
First-Class and Priority Mail	$1.25	$1.50	$1.75
All Other Classes	$1.75	$1.85	$2.15

*All fees are subject to change. The rates listed here are quoted for July, 1976.

Special Handling

For preferential handling in dispatch and transportation of third and fourth class mail, the Special Handling service is provided. The fee for pieces up to and including two pounds in weight is 50 cents; more than two pounds but not more than ten, 70 cents; and for more than ten pounds, $1.00.

Certified Mail

Certified Mail service provides for a record of delivery to be maintained by the post office from which delivered. The carrier delivering the item obtains a signature from the addressee on a receipt form which is kept for two years. The charge for Certified Mail is 60 cents plus first class postage. It is primarily for items which have no money value and has no insurance feature.

Return Receipts

If a return receipt is requested at the time of mailing, the fee is 25 cents additional. If proof of delivery is requested at a later time during the two-year period, the fee is 45 cents. Refer to these rates on page 14 of this module.

Certified Mail may be deposited in a collection box if the mailer has attached a "certified" sticker and appropriate postage and fees.

Registered Mail

Domestic first class, air or priority mail may be registered with an indemnity limit of $10,000. It is offered for the protection of valuable papers, jewelry and other items of value. Registered mail provides for a receipt to the customer at the time of mailing and a post office record of the mailing. For an additional fee of 25 cents, a proof of delivery receipt is returned to the mailer. Other registered mail services include: (1) registered C.O.D., (2) return receipt, and (3) restricted delivery.

Registered mail is accounted for by number from time of mailing to delivery and is transported separately from other mail under lock. The registry fees, in addition to first-class or airmail postage, are scaled according to declared value of mail. The fee schedule may be obtained at any post office. Registered mail may not be deposited in collection boxes because a receipt must be issued at the point of mailing.

Insured Mail

Third- and fourth-class mail may be insured for protection against loss or damage. There are two kinds of insured service. Un-numbered or minimum fee insured mail is delivered as ordinary parcel mail, and the limit of indemnity is $15. The fee is 40 cents. Minimum and numbered insured mail provides for a receipt to the mailer at the time of mailing.

Numbered insured mail is identified by number and a signature is required on delivery.

The fee schedule is:

Insurance.

(Flexible Amounts.)

Coverage against loss and damage is provided. There are two kinds of insured service: minimum fee and numbered insured. For minimum fee, a receipt is issued to the mailer but a signature is not obtained upon delivery. Numbered insured means the parcel is identified by number, receipt is issued to mailer at time of mailing and signature is required on delivery. Fees are in addition to postage.

MINIMUM FEE	
Liability	**Fee**
To $15 (Limit)	$ .40
Delivered as ordinary parcel mail, no receipt.	

NUMBERED INSURED	
Liability	**Fee**
$ 15.01 to $ 50	$ .60
50.01 to 100	.80
100.01 to 150	1.00
150.01 to 200 (Limit)	1.20
Receipt at time of mailing and signature at time of delivery.	

For insured mail of more than $15 declared value, a return receipt can be provided. If requested at time of mailing, the fee is 25 cents. If requested after mailing, the fee is 45 cents.

Collect-on-Delivery

With C.O.D. service a letter or parcel may be mailed to an addressee providing for collection of both the postage and the value of the contents at the point of delivery. The amount collected is returned to the mailer by a postal money order. The C.O.D. fee includes insurance against loss, damage, and failure to receive the payment from the addressee. C.O.D. service may be used for first, third, and fourth-class mail, postage for which is paid in addition to the C.O.D. fee. Consult Postmaster for fees and conditions of mailing.

Examination of the contents of C.O.D. mail by the addressee is not permitted in advance of charges paid. Parcels sent C.O.D. must be based on bona fide orders or otherwise conform with agreement between sender and addressee. The mailer of C.O.D. mail will be notified of non-delivery for a fee of ten cents,collectable on delivery of the notice.

Domestic C.O.D. mail bearing first class, airmail or priority rate postage may be registered for an additional charge. The maximum amount of collectible is $300.

Certificate of Mailing (seldom used)

(For individual pieces) An original certificate of mailing is issued for individual pieces of mail at ten cents per piece. Each additional copy of the certificate is ten cents.

(For bulk mailings) A certificate of mailing is issued for up to 1,000 pieces of first- and third-class mail of identical size and shape with postage paid by other than permit imprint at a fee of 50 cents. For each additional 1,000 pieces, or fraction of 1,000 of the same mailing, the fee is ten cents. A duplicate copy of the certificate is ten cents.

Stamps by Mail

One of the newest services available makes it possible to buy limited amounts of postage stamps through the mail. The program has been successfully tested and is being extended to more post offices over a period of time. Where the service is available, an order blank obtained at the post office provides for the customer to indicate the stamps he wants to buy. The order and the customer's check in payment are mailed postage-free to the post office and the stamps returned through the mail. A nominal fee is charged to cover handling costs.

Self-Service Postal Centers

Self-service postal centers provide round-the-clock, seven-day-a-week mailing service for letters and parcels. Automatic vending equipment enables the customer to purchase individual stamps, books of stamps, postal cards, stamped envelopes, and parcel insurance. Additional services include currency-coin changers, postal information signs, and a direct postal information telephone to a nearby post office.

Some of these units are located in post office lobbies, others are at shopping centers, college campuses and other places of convenient pedestrian access. Some are located for automobile drive-up. These centers do not replace existing postal facilities but rather extend and supplement existing postal services.

Money Orders

Postal money orders provide for sending money through the mail safely. Fees are 50 cents for domestic money orders up to $10; 70 cents for money orders from $10.01 to $50; and 90 cents for money orders from $50.01 to $300. They may be purchased and redeemed at any post office.

Assuming funds are available International money orders can be purchased in amounts up to $300 at all first-class post offices. International fees range from .01 to $10 which costs 65 cents; $10.01 to $50, which costs 90 cents; and $50.01 to $300, which costs $1.15.

SPECIAL DELIVERY LABELS

See reverse side for instructions

SPECIAL DELIVERY

FOLD

SPECIAL DELIVERY

See reverse side for instructions

SPECIAL DELIVERY

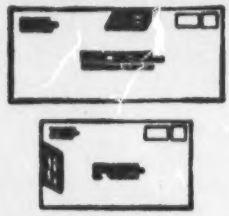
FOLD

SPECIAL DELIVERY

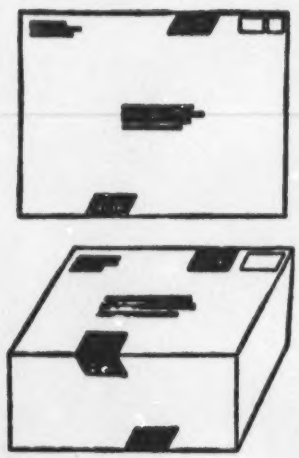
See reverse side for instructions

For better service, place label as follows:

1. On regular letters, fold label over the top edge, at least 3 inches from the right hand side. On smaller letters (7 inches or less in length), place label over the left hand edge. Do not cover up the return address.

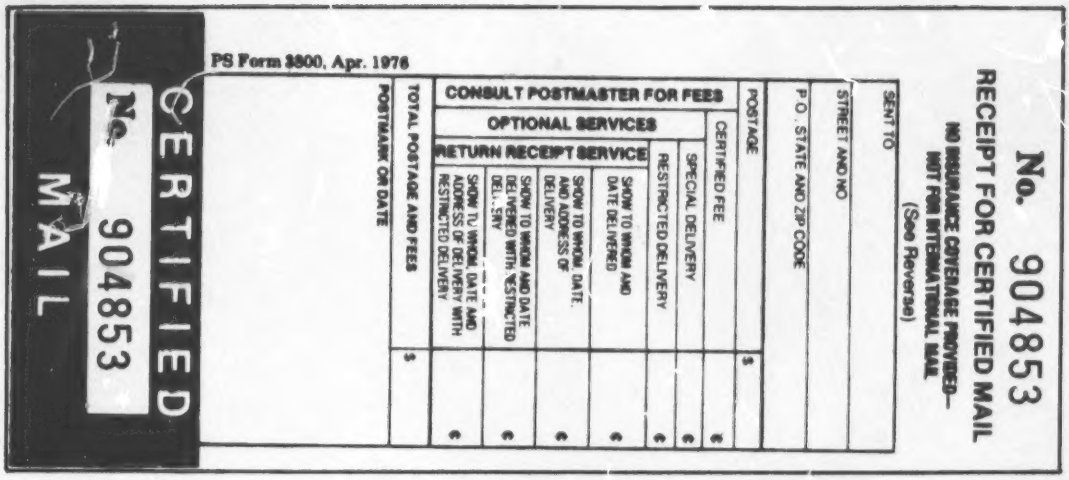


2. On larger envelopes fold labels over the top and bottom edges. For packages, fold labels over the top and bottom edges of both sides. Place the top label at least 3 inches from the right hand side and the bottom label on the lower left hand side.



Label 54, March 1978

RECEIPT FOR CERTIFIED MAIL



CERTIFIED MAIL No. 904853

PS Form 3800, Apr. 1976

No. 904853

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED—
NOT FOR INTERNATIONAL MAIL
(See Reverse)

SENT TO

STREET AND NO.

P.O., STATE AND ZIP CODE

POSTAGE $

CONSULT POSTMASTER FOR FEES

OPTIONAL SERVICES

RETURN RECEIPT SERVICE

- SHOW TO WHOM AND DATE DELIVERED ¢
- SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY ¢
- SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY ¢
- SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY ¢

- CERTIFIED FEE ¢
- SPECIAL DELIVERY ¢
- RESTRICTED DELIVERY ¢

TOTAL POSTAGE AND FEES $

POSTMARK OR DATE

STICK POSTAGE STAMPS TO ARTICLE TO COVER FIRST CLASS POSTAGE, CERTIFIED MAIL FEE, AND CHARGES FOR ANY SELECTED OPTIONAL SERVICES. (see front)

1. If you want this receipt postmarked, stick the gummed stub on the left portion of the address side of the article, **leaving the receipt attached,** and present the article at a post office service window or hand it to your rural carrier. (no extra charge)
2. If you do not want this receipt postmarked, stick the gummed stub on the left portion of the address side of the article, date, detach and retain the receipt, and mail the article.
3. If you want a return receipt, write the certified-mail number and your name and address on a return receipt card, Form 3811, and attach it to the front of the article by means of the gummed ends if space permits. Otherwise, affix to back of article. Endorse front of article **RETURN RECEIPT REQUESTED** adjacent to the number.
4. If you want delivery restricted to the addressee, or to an authorized agent of the addressee, endorse RESTRICTED DELIVERY on the front of the article.
5. Enter fees for the services requested in the appropriate spaces on the front of this receipt. If return receipt is requested, check the applicable blocks in Item 1 of Form 3811.
6. Save this receipt and present it if you make inquiry.

RECEIPT FOR INSURED MAIL

934996

RECEIPT FOR INSURED MAIL
DOMESTIC – INTERNATIONAL

ADDRESSED FOR DELIVERY AT
(Post Office, State and Country)

POSTAGE	AIR ☐	$
INSURANCE COVERAGE		$
INSURANCE FEE		¢
SPEC. HANDLING		¢
DOMESTIC ONLY	SPECIAL DELIVERY	¢
	ADDRESSEE ONLY	¢
RETURN RECEIPT (Except to Canada)		¢
FRAGILE ☐ LIQUID ☐ PERISHABLE ☐	TOTAL	
(POSTMARK)	CUSTOMER OVER ▶	
	POSTMASTER By	

INSURED
934996
U. S. MAIL

SAVE THIS RECEIPT UNTIL PACKAGE IS ACCOUNTED FOR

SENDER: Fill in name and address of addressee as shown on the package.

NAME

House No. and Street, Apt. No., or Box or R.D. No. (In care of), State, and ZIP Code

COVERAGE—Postal insurance covers (1) the value of the article(s) at time of mailing, if lost or totally damaged, or (2) the cost of repairs. Coverage may not exceed the limit fixed for the insurance fee paid. Consult postmaster for details of insurance limits and coverage. FILING CLAIM—Bring this receipt or the wrapper of the parcel to any post office, station, or branch within one year from the date the parcel was mailed. Submit sales slips, receipted bills, if available, or repair estimates to substantiate your claim.

* GPO: 1972 O—491-393

RETURN RECEIPT, REGISTERED, INSURED AND CERTIFIED MAIL

UNITED STATES POSTAL SERVICE
OFFICIAL BUSINESS

SENDER INSTRUCTIONS

Print your name, address, and ZIP Code in the space below.
- Complete items 1, 2, and 3 on the reverse.
- Detach summed cards and attach to front of article if space permits. Otherwise affix to back of article.
- Endorse article "Return Receipt Requested" adjacent to number.

PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, $300

RETURN TO

(Name of Sender)

(Street or P.O. Box)

(City, State, and ZIP Code)

PS Form 3811, Nov. 1976

RETURN RECEIPT, REGISTERED, INSURED AND CERTIFIED MAIL

● SENDER: Complete items 1, 2, and 3.
Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one).
- ☐ Show to whom and date delivered ..... 25¢
- ☐ Show to whom, date, & address of delivery ..... 45¢
- ☐ RESTRICTED DELIVERY. Show to whom and date delivered ..... 85¢
- ☐ RESTRICTED DELIVERY. Show to whom, date, and address of delivery .. $1.05

(Fees shown are in addition to postage charges and other fees).

2. ARTICLE ADDRESSED TO:

3. ARTICLE DESCRIPTION:
REGISTERED NO. | CERTIFIED NO. | INSURED NO.

(Always obtain signature of addressee or agent)

I have received the article described above.
SIGNATURE ☐ Addressee ☐ Authorized agent

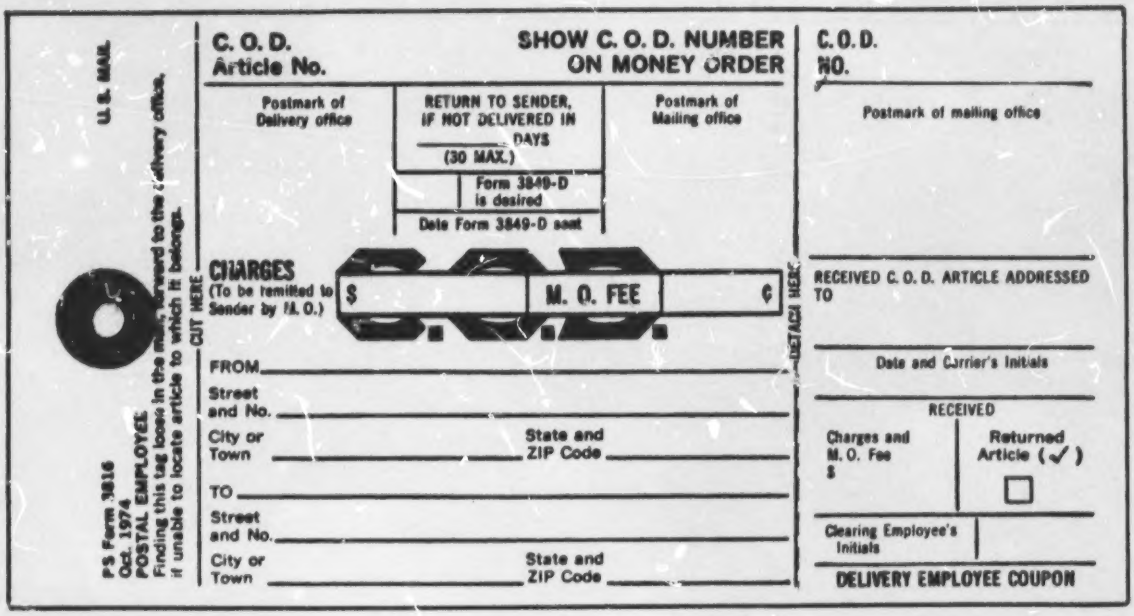
4. DATE OF DELIVERY | POSTMARK

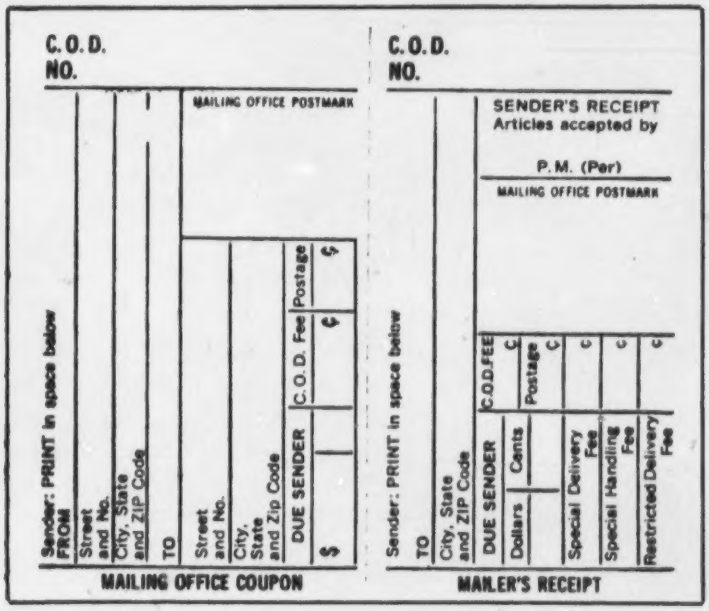
5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: | CLERK'S INITIALS

☆ GPO: 1976—O-203-458

C.O.D. FORM FRONT





C.O.D. FORM (BACK)

Received the article described on the front of this tag.

x _____ x
(Signature of person receiving article)

Date _____ Delivered by _____

Instructions to Delivery Office:

ADDRESSEE MAY NOT EXAMINE CONTENTS OF C.O.D. PACKAGE BEFORE DELIVERY

Issue money order for amount of charges (not to include money order fee).

Enter name of addressee as remitter on the money order.
Insert C.O.D. article number on money order.

(NAME OF ACTUAL SENDER IF OTHER THAN SENDER OF RECORD)

(ADDRESS INCLUDING ZIP CODE)

CUT HERE — DETACH HERE

RECEIVED C. O. D. ARTICLE REPRESENTED BY THIS FORM
(Date and Carrier's Initials)

RECEIVED

Charges and M. O. Fee $	Return Article (✓)
	☐

Clearing Employee's Initials

CARRIER
File this receipt in numerical order or by date in mailing office postmark.

Keep for 2 years.

Article accepted by postmaster:

Per _____

Notice to accepting employee:

The amount to be remitted to sender must be entered by sender.

The C.O.D. fee, and the amount of postage paid on article (exclusive of C.O.D. fee), if not entered by sender, must be entered separately on face side of the mailing office and sender's receipt coupons by accepting employee.

P. M. Mailing Office. Detach coupons; retain one year. File coupons numerically.

Consult postmaster regarding fees and limits of indemnity payable for registered and unregistered COD mail.

CLAIMS must be filed in 1 year.

CERTIFICATE OF MAILING

U.S. POSTAL SERVICE
CERTIFICATE OF MAILING

Received From:

_____

_____

_____

Affix postage and postmark. Inquire of Postmaster for postage

One piece of ordinary mail addressed to:

_____

_____

_____

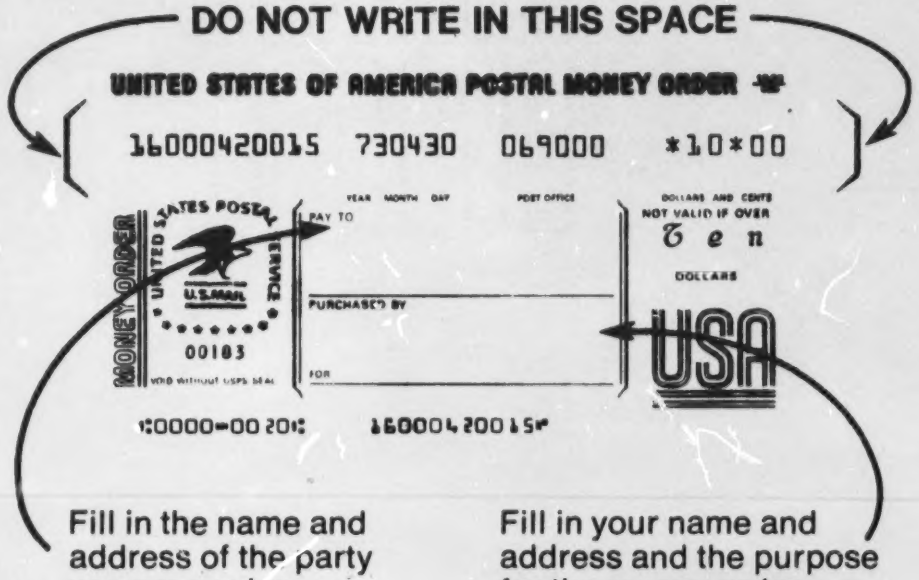
MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE — POSTMASTER

PS FORM 3817
MAY 1976

☆ GPO : 1976 O – 207-605

MONEY ORDER

How to fill in the new Postal Money Order



Fill in the name and address of the party you are paying.

Fill in your name and address and the purpose for the money order.

NOTE: THE SAME INFORMATION SHOULD BE ENTERED ON YOUR BLUE RECEIPT.

PAY ALL YOUR BILLS THE SAFEST WAY...WITH U. S. POSTAL MONEY ORDERS.

Now you can buy a single money order up to $300.00.

SPECIAL SERVICES

SPECIAL DELIVERY

For single pieces of any class of mail. Provides preferential handling. Virtually assures delivery on day reaching final post office. Mark SPECIAL DELIVERY.

	2 lb or less	Over 2 lb but not over 10 lb	Over 10 lb
First Class, Priority Mail	$1.25	$1.50	$1.75
Second, Third, Fourth Class Mail	1.75	1.85	2.15

SPECIAL HANDLING

For single pieces of Third or Fourth Class Mail. Provides preferential handling, but not special delivery from final post office. Mark SPECIAL HANDLING.

	2 lb or less	Over 2 lb but not over 10 lb	Over 10 lb
Third or Fourth Class Mail	$ .50	$ .70	$1.00

REGISTERED MAIL

For single pieces mailed at First Class Mail or Priority Mail rates. Special regulations for sealing and for window envelopes. Must be presented at post office. Provides mailing receipt and record at mailing post office.

Declared value:	$ 100	200	400	600	800	1000
Fee:	$ 2.10	2.30	2.60	2.90	3.20	3.50

For values over $1000 check at post office. Liability of post office limited (may be prorated if piece bears commercial or other insurance).

INSURED MAIL

For single pieces of Third or Fourth Class Mail or for matter other than first class mailed at Airmail or Priority Mail rates for higher priority handling, marked AIRMAIL (or PRIORITY MAIL) NO FIRST CLASS MATTER ENCLOSED. Must be presented at post office. For insurance of $50 or more you get mailing receipt on which you write name and address from piece mailed, and a record by number is kept at final post office.

Insurance limit	$ 15	50	100	150	200
Fee	$ .40	.60	.80	1.00	1.20

COD MAIL

For single pieces of any class of mail. Provides for collection by final post office of a specified amount plus the postage. Must be presented at post office. (Fee is $ .85 for any piece of Registered Mail.)

Amount limit:	$ 10	25	50	100	200	300
Fee:	$ .85	1.05	1.25	1.45	1.65	1.85

CERTIFIED MAIL

For single pieces mailed at First Class Mail or Priority Mail rates. Provides mailing receipt and record of delivery. Must be presented at post office if receipt is wanted. Fee is $ .60.

CERTIFICATE OF MAILING

For single pieces of any class of mail. Must be presented at post office. Provides evidence of mailing. Fee is $ .10 per piece.

For each 1000 pieces (or less) of a bulk mailing of First Class Mail or Third Class Mail when permit imprint is not used. Must be presented at post office. Fee of $ .50 for first 1000 pieces (or less) and $ .10 for each additional 1000 pieces (or less) at same mailing (additional copies of certificate, $ .10 each).

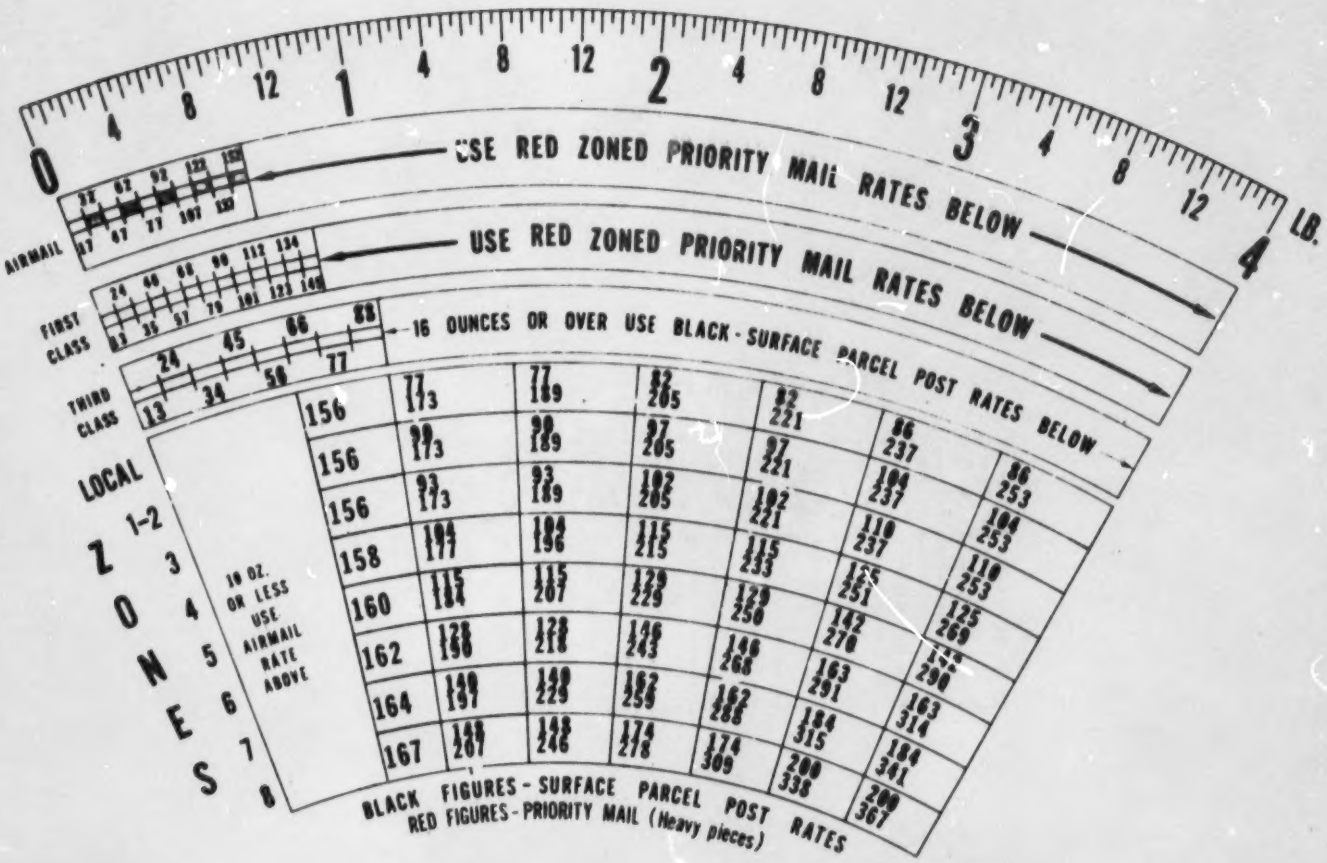
RETURN RECEIPT, RESTRICTED DELIVERY

For single pieces of Registered Mail, Insured Mail over $15, COD Mail, or Certified Mail. Must be presented at post office. Fee is $ .25 for Return Receipt showing to whom and when delivered ($ .45 if requested after mailing). Fee is $ .45 for Return Receipt showing to whom, when, and address where delivered. Fee is $ .60 for Restricted Delivery to addressee or order.

ADDRESS CORRECTION REQUESTED

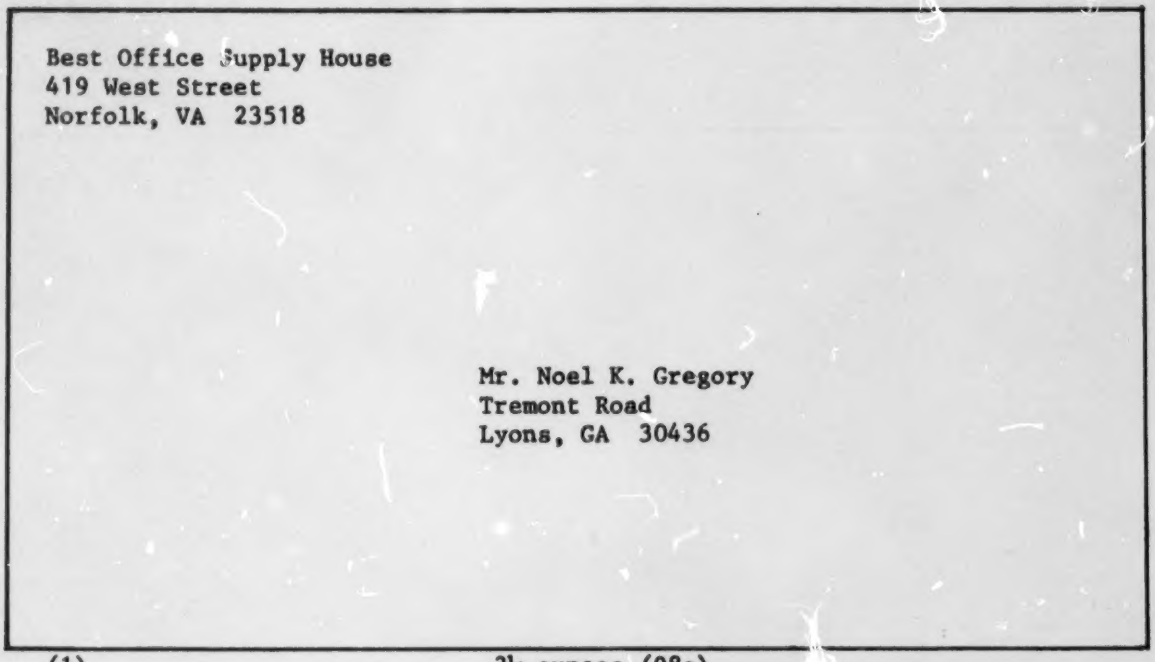
Fee for mail marked ADDRESS CORRECTION REQUESTED is $.25 on receipt of correction information.

POSTAGE RATE CHART

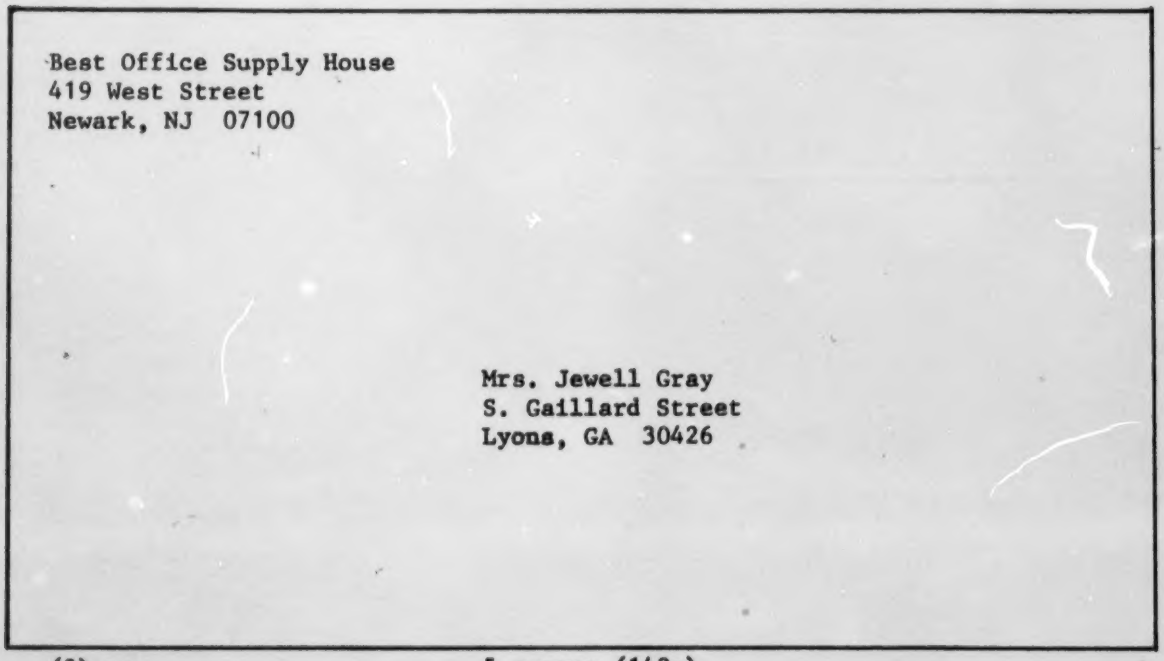


STUDENT SELF-TEST I

Using the charts on pages 14 and 15, determine postage and fees for the types of special services below. When you have completed this assignment, check your answers with the key at the back of this manual.



(1) 3½ ounces (98g)
Special Delivery



(2) 5 ounces (140g)
Special Handling

Mr. Shaver M. O'Donnel
14 Denver Circle
Norfolk, VA 23518

Fillman's Women
1425 North Main Street
Bowling Green, KY 42101

(3) Registered (Value $100) Proof of delivery receipt
(when and whom) at time of mailing
2 ounces (56g)

Best Office Supply House
419 West Street
Newark, NJ 07100

Jenkin's Garage
1420 Hefner Drive
Florence, SC 29501

(4) Certified Return receipt (when and whom) at time of mailing
4 ounces (112g)

Best Office Supply
419 West Street
Newark, NJ 07100

Mr. Ray Greenleaf
113 Dogwood Drive
Las Vegas, NV 89100

(5) 8 ounces (448g)
Insured ($150.25 value) Return receipt (When and Whom)
at time of mailing

Best Office Supply
419 West Street
Newark, NJ 07100

Mr. Paul Walker
St. Anthony Drive
Oak, NB 68964

(6) 1½ ounces (42g)
Certificate of Mailing

CHECK-OUT ACTIVITY

Your instructor will provide 20 pieces of specialized mail and an answer sheet. Using the Instruction Sheet for Special Services and the Postage Rating Chart,

1. Determine postage and fees, as appropriate, for:

   a. special delivery
   b. special handling
   c. registered
   d. certified
   e. insured
   f. certificate

2. Write the correct amount of postage and fees on the answer sheet.

ANSWERS TO SELF-TEST

1. $1.71
2. $ .84
3. $2.59
4. $1.31
5. $1.90
6. $ .34

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These materials support
Performance Objective 61 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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INSTRUCTOR'S MANUAL

HANDLE SPECIALIZED MAIL

DIRECTIONS

Duplicate pages 25 through 34 and the answer sheets. When the student is ready for the Check-Out Activity, supply copies of pages 25 through 34 and an answer sheet.

If you prefer to have the students type appropriate notations on the envelopes, you will need to duplicate copies of pages 7 - 14 for each class member. Special mailing notations (as CERTIFIED, REGISTERED MAIL, or SPECIAL DELIVERY) are typed entirely in capitals just below the stamp position.

If you would like to teach your students to complete receipts (Certified Mail, Insured Mail, and Return Receipt) duplicate pages 8, 9, and 10. To teach students to fill in Postal Money Orders, fix a form similar to one given on page 13.

KEY

INSTRUCTOR'S KEY FOR CHECK-OUT ACTIVITY

	Postage	Fees	Total
1.	$1.73	$1.25	$2.98
2.	$ .24	$2.30 .25	$2.79
3.	$ .86	$1.20 .25	$2.31
4.	$ .13	$ .60 .25	$ .98
5.	$ .82	$ .70	$1.52
6.	$ .13	$ .10	$ .23
7.	$1.13	$ .80	$1.93
8.	$ .24	$2.10 .45	$2.79
9.	$ .13	$ .60 .45 .60	$1.78
10.	$1.04	$1.00	$2.04
11.	$ .13	$1.25	$1.38
12.	$ .68	$ .45 3.50	$4.63
13.	$ .66	$ .50	$1.16
14.	$ .13	$ .60 .45	$1.18
15.	$1.27	$1.00	$2.27
16.	$ .24	$ .10	$ .34
17.	$ .86	$ .60 .60	$2.06
18.	$ .24	$2.60	$2.84
19.	$ .13	$1.25	$1.38
20.	$ .35	$ .60 .45	$1.40

ANSWER SHEET

	Postage	Fees	Total
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

CHECK-OUT ACTIVITY

Hall's Office Equipment Company
100 Clark Street
Miami, FL 33100

(1) Special Delivery - Priority Mail
Weight - 1½ pounds (.675kg)

Fuller's Men's Shop
1425 North Main Street
Bowling Green, KY 42101

(2) Registered Mail - Return receipt (when and whom)
at time of mailing. Value $200
Weight - 2 ounces (56g)

Jenkins Garage
100 River Road
Cincinnati, OH 45200

(3) Insured - Return receipt (when and whom) at time of mailing. Value $153
Weight - 3 pounds (1.35kg)
Parcel Post (Use local zone)

County Gas Company
200 Main Street
Madison, WI 53700

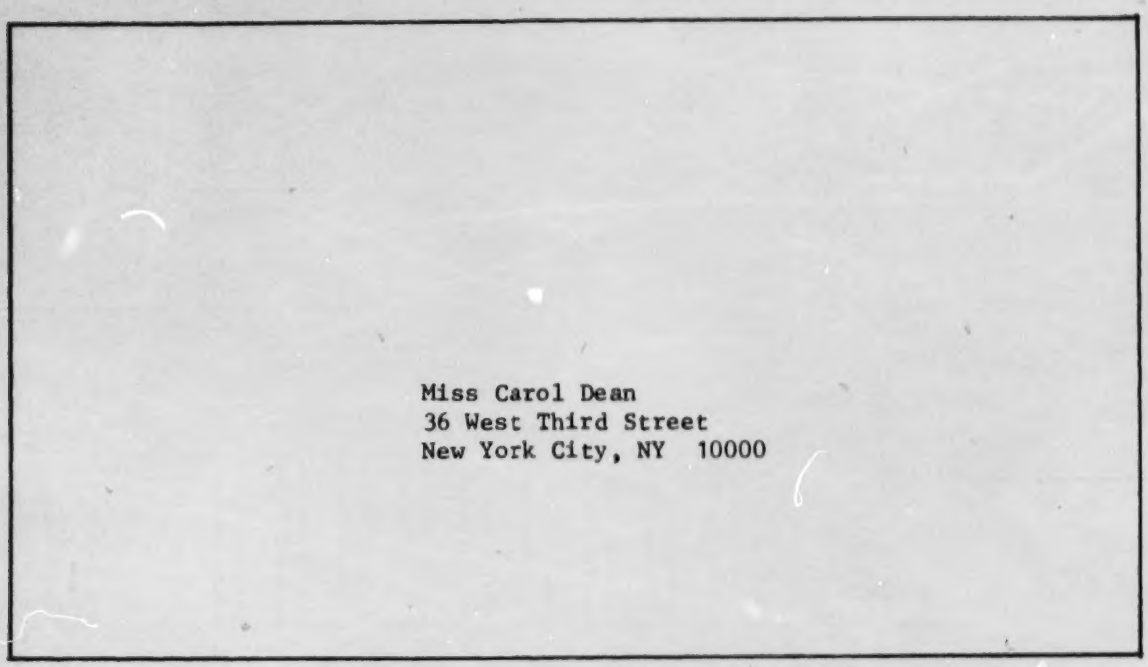
(4) Certified - Return receipt (when and whom) at time of mailing. Weight - 1 ounce (28g)

Best Office Furniture Co., Inc.
418 West Street
Newark, NJ 07100

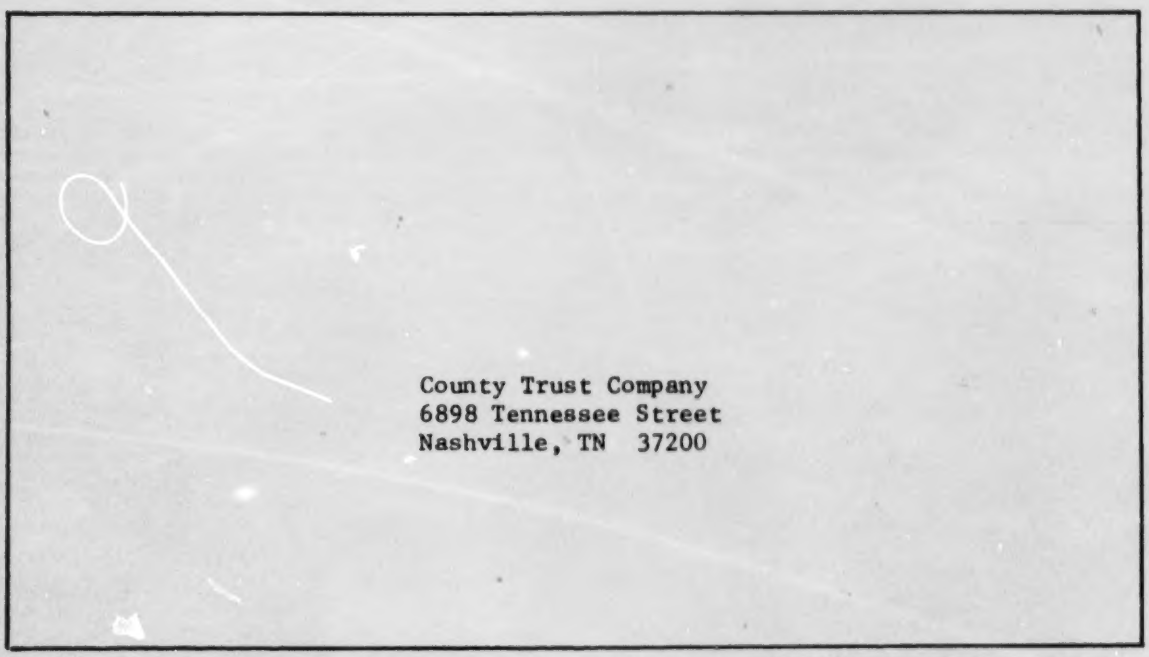
(5) Special Handling - Parcel Post
(Use local zone). Weight - 2½ pounds (1.125kg)

Stylish Men's Shop
561 State Street
Hopkinsville, KY 42240

(6) Certificate of Mailing
Weight - 1 ounce (28g)



(7) Insured. Value - $78. Parcel Post
Weight - 10 pounds (4.5kg)



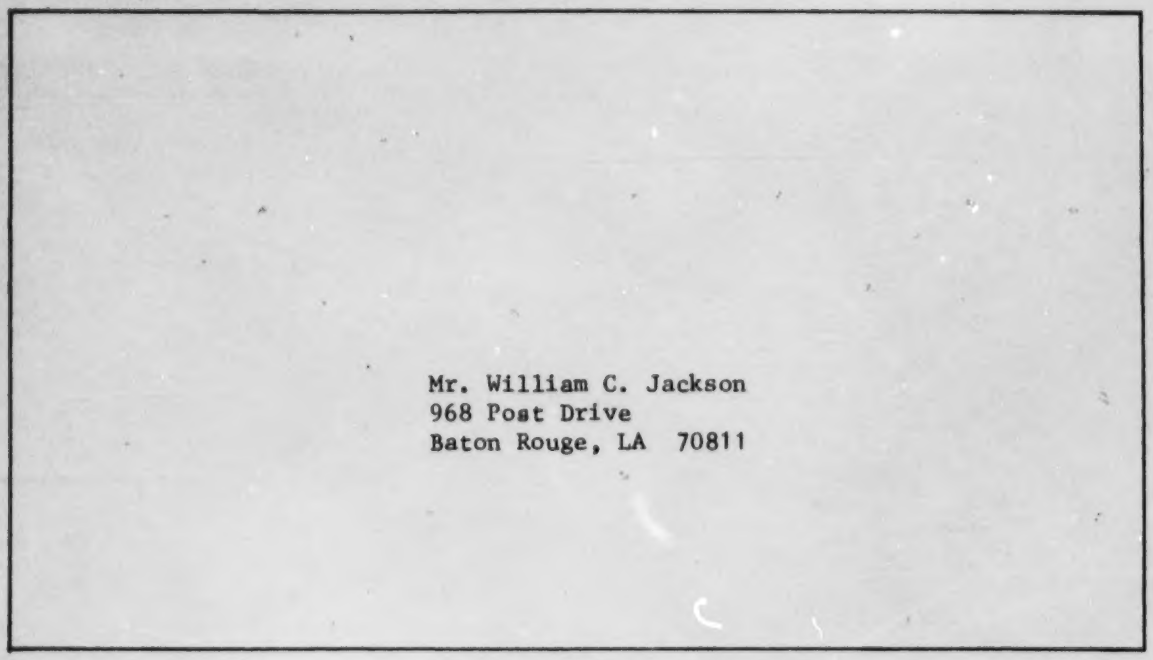
(8) Registered - Return receipt requested after mailing.
Value $15. Weight - 2 ounces (56g)

Chicago Trust Company
2216 Kentucky Avenue
Chicago, IL 60630

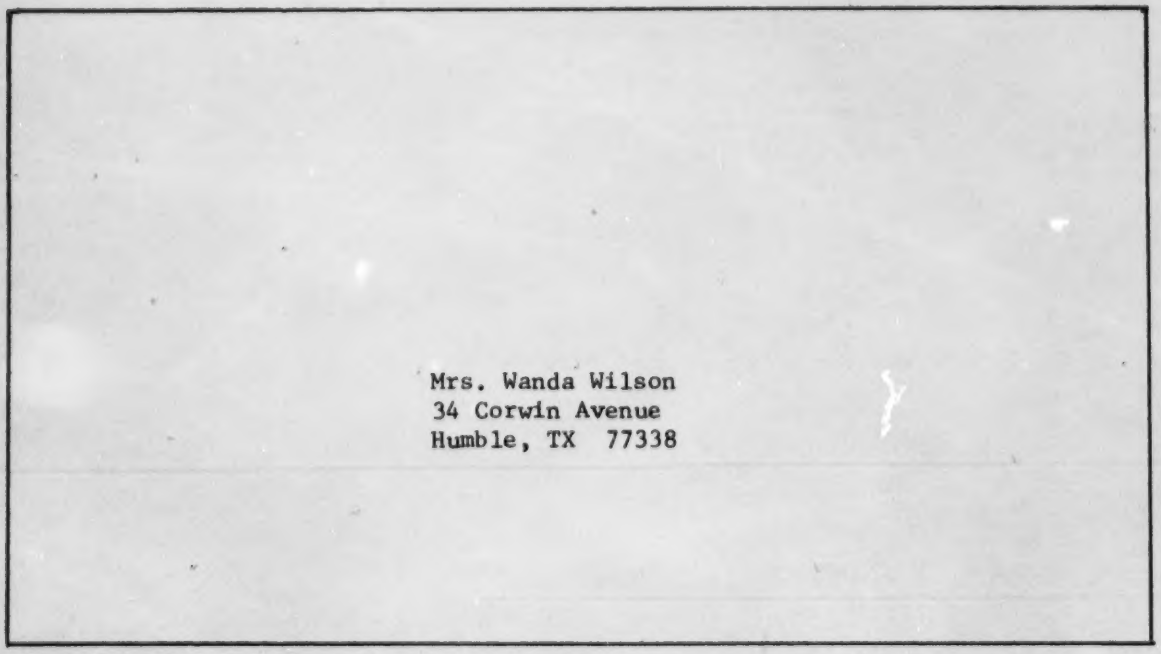
(9) Certified - Return receipt - restricted - whom, when and where. Weight - 3/4 ounce (21g)

Mr. Randall Craig
294 Lexington Avenue
Winchester, KY 40391

(10) Insured - Value $110
Weight - 8 pounds (3.6kg)



(11) Special Delivery
Weight - 1 ounce (28g)



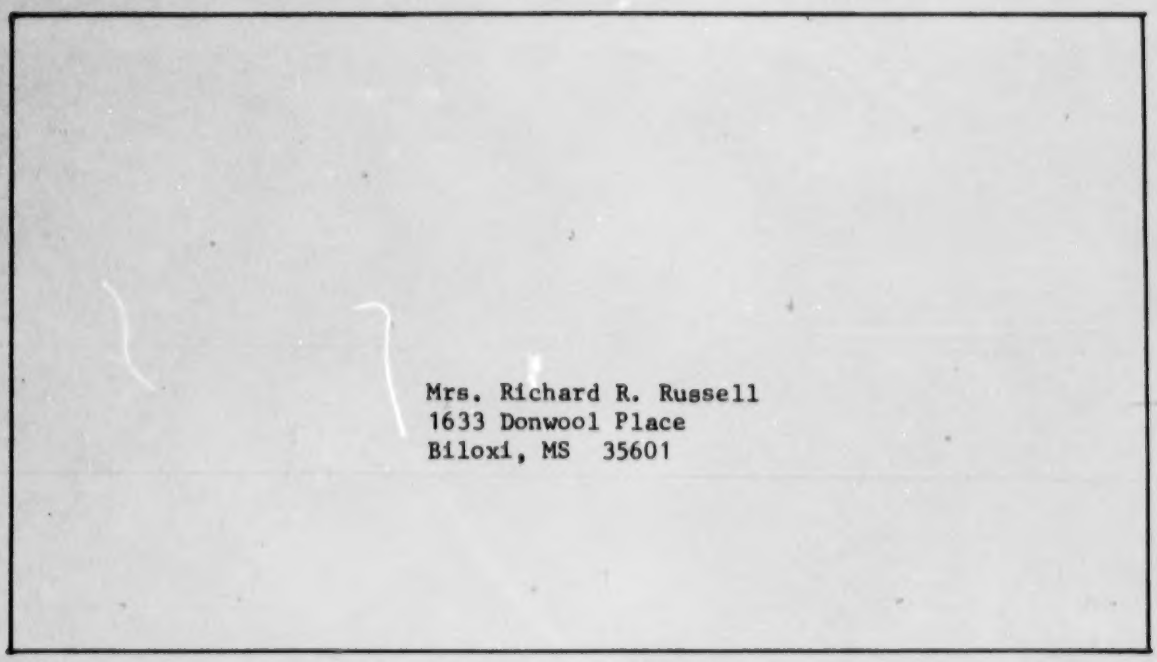
(12) Registered - Return receipt requested showing when, whom and where delivered at time of mailing. First Class Mail. Value $900. Weight - 6 ounces (168g)

Miss Kathleen Baker
1022 River Valley Drive
Memphis, TN 38138

(13) Special Handling. Weight - 11 ounces (308g)

Mr. Jason Spivey
749 Wade Road
Augusta, GA 30904

(14) Certified - Return receipt at time of mailing, whom, when and address delivered.
Weight - ½ ounce (14g)



(15) Special Handling
Weight - 13 pounds (5.85kg)

(16) Certificate of Mailing
Weight - 2 ounces (56g)

Mr. Henry J. Scheear
1001 Ocean Drive
Lake Como, Fl 32057

(17) Insured - Restricted delivery - Parcel Post
Value, $18. Weight - 3½ pounds (1.575kg)

Mrs. Raymond A. Bowling
645 Star Drive
Charleston, SC 29405

(18) Registered - Value, $275
Weight - 2 ounces (56g)

Miss Patricia Bradford
Bowman Plastics Company
133 South Ridge Drive
Cleveland, OH 44109

(19) Special Delivery
Weight - ¼ ounce (7g)

Mr. Shannon M. O'Donnell
11 Dover Circle
Norfolk, VA 23515

(20) Certified - Return receipt requested
after mailing. Weight - 3 ounces (84g)